

Norfolk County Retirement System

Job Posting

Title

Financial Compliance Analyst

About NCRS

NCRS is a multi-employer mandatory defined benefit plan, governed under Massachusetts state law, for most full time public employees working for one of the employer units within Norfolk County. NCRS serves approximately 11,000 active and retired members and manages around one (1) billion in assets.

Summary of Responsibilities

Under the direction of the Executive Director and the guidance of the Assistant Executive Director, the Financial Compliance Analyst will analyze financial information, prepare financial reports and adhere to state and regulatory compliance procedures.

Responsibilities

Assist in the overall accounting by summarizing, analyzing and reporting financial transactions for the Retirement System and its regulatory agency in compliance with Mass General Laws, Chapter 32. Specific duties include, but are not limited to, assisting with the following:

- Post transactions to the general ledger
- Reconcile accounts to the general ledger
- Prepare monthly trial balances
- Maintain cash books
- Reconcile monthly payments, identify outstanding checks, void and reissue checks as appropriate
- Prepare payment of management fees
- Prepare payment of capital calls
- Review monthly warrants
- Review investment transactions
- Assist with request for proposals and submitting required documentation to PERAC
- Communicate with employer units, custodial bank, investment managers, investment counsel, PERAC and active and retired member when necessary
- Provide basic office support as needed
- Assist the Executive Director and Assistant Executive Director as requested

Qualifications

- Bachelor's degree in related field or equivalent experience
- 5 years of accounting, bookkeeping, investment management and / or financial management experience
- Ability to follow instructions and function independently within prescribed deadlines
- Excellent verbal and written skills
- Ability to work in small office environment

Preferred Qualifications

- Experience with Massachusetts General Laws Chapter 32 or defined benefit plans
- Working knowledge of PTG software

Required Proficiencies

- Standard mathematical concepts such as calculating figures, interest, proportions and percentages.
- Microsoft Excel

Working Conditions*

Office setting with:

- Ability to lift up to 15 pounds.
- Ability to perform administrative duties, such as, but not limited to, typing, filing, bending over to low files, reaching for high files.
- Ability to sit for extended time periods.
- Ability to express and exchange ideas by means of written and spoken word.
- Expected to use computer, printer, calculator, telephone, photocopier, fax, scanner and other office equipment as required.

*This position requires physical demands, however, accommodations may be made to enable individuals with disabilities to perform the above duties.

Work Schedule

8:00AM to 4:00PM Monday through Friday.

Salary

Commensurate with experience

To Apply for this Position

Please provide a letter of interest and resume to: Kathleen Kiely-Becchetti, Executive Director by email to kkb@norfolkcrs.com – job title must be listed in the subject matter of the email. Position will not be filled before November 16, 2020 to allow potential candidates time to apply. However, the position will remain open and potential candidates are encourage to apply until the position is filled.